

MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
September 13, 2022  
MINUTES

Conducted by Remote Participation

**Call to Order**

Chair Stephen Quinlan called the meeting to order at 7:16 p.m. In attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Jonathan Gates, Amy Hampe, Stephen Quinlan, and Joyce Radochia. Also in attendance was Anna Litten, library director. Mr. Quinlan shared open meeting law information as it pertains to remote meetings and read the Resolution Acknowledging Native Lands.

**Community Time**

Community member Rebecca Gruber voiced appreciation for the Arlington Reads Together program.

**Approval of August 9 Meeting Minutes (vote)**

Mr. Delmolino moved to approve the August 9 Meeting Minutes as amended. Mr. Gates seconded the motion. Under Guidance from the Attorney General's office, the Board held a roll call vote. Ms. Calvin voted aye, Ms. Fennelly voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye, Ms. Radochia voted aye. The Board approved the minutes.

**Holiday Schedule**

Ms. Litten discussed the updated schedule and holiday policy and presented the new holiday schedule to the Board. Discussion ensued regarding whether the library should be closed on Town Day. Ms. Litten was directed to reach out to other town departments to determine whether support resources could be obtained to open the library on Town Day. No vote was held.

**Winfield Robbins Art Print Update**

Ms. Litten presented to the Board regarding recent discussions regarding the disposition and proceeds from the sale of the art prints. MCR will provide regular status updates. The Board discussed options regarding the possibility of community disposition of low value prints.

**Draft Capital Plan FY24-FY28**

Ms. Litten recently attended a capital planning training and discussed budget request items in the FY24-FY28 period, specifically the MLN equipment replacement, a replacement energy management system, and new project designed to improve lighting efficiency and efficacy. The Board inquired about bathroom updates and Ms. Litten stated that bathroom improvements and other incremental improvements would be included in next year's request. Fox Branch library improvements are likely to take place over 8-10 years.

**Preliminary Discussion of FY24 Budget**

Ms. Litten discussed the upcoming budget meeting with the budgeting committee. Ms. Litten notes that circulation has increased coming out of the pandemic and that corresponding needs will need to be met. Ms. Litten requested that Board members reach out to her to form a budget subcommittee.

**Poet Laureate Update**

Ms. Hampe announced that Poet Laureate applications will be available in October and discussed the process the committee intends to use in selecting the next poet laureate. Ms. Litten noted that the committee would like the library to host an event at some time during the winter.

**Town Day Planning**

Ms. Litten will solicit Board members to contribute time to the library booth during Town Day. The theme for the booth will be "What do you want to do at the library?"

**Director's Report**

Ms. Litten presented the director's report including progress on Trustee goals and projects.

**Foundation Liaison Update**

Ms. Litten noted that the Arlington Libraries Foundation approved the library's budget request. They are proceeding with their fall activities.

**Friends Liaison Updates**

Ms. Radochia attended the recent meeting of the Friends of Robbins and presented an update including information on the Town Day book sale, upcoming programming, and beekeeping. Ms. Hampe shared an update from the Friends of Fox who do not desire a liaison. Ms. Litten described communications regarding future potential grant requests.

**Communications and Announcements**

Ms. Litten discussed a canceled trustee event at the Medford library. The meeting will be postponed to some date in the next couple of weeks.

**Unanticipated Items**

There were no unanticipated items.

**Date of Next Meeting: October 11****Adjournment**

Mr. Delmolino moved to adjourn. The Board held a roll call vote. Ms. Calvin voted aye, Ms. Fennelly voted aye, Mr. Gates voted aye, Ms. Hampe voted aye, Mr. Quinlan voted aye, Ms. Radochia voted aye. The meeting adjourned at 8:32 p.m.

**Materials Distributed:**

- September 13, 2022 Meeting Agenda
- August 9, 2022 Meeting Minutes
- Proposed Library Staff Holiday, 2023
- Library Director's August 2022, report with Circulation Report